### **Public Works**

[010-5440] [202-6100] [206-5410] [229-8351] [640-5900] [650-5710] [650-5720] [650-5760] [745-8280]

### **Appropriations Summary**

Appropriations Summa	ar y		01/02	01/02	02/03
	99/00	00/01	Current	<b>Estimated</b>	Adopted
	Actuals	Actuals	Budget <sup>1</sup>	Actuals	Budget
Salaries	2,947,359	3,282,652	4,349,888	3,800,611	4,330,573
Supplies & Services	7,787,849	7,232,389	8,267,397	7,573,863	7,824,237
Capital Outlay	17,928	26,965	527,350	433,847	454,063
Debt Services	1,522,985	1,465,356	2,614,012	2,628,064	2,621,079
Internal Service	825,675	1,026,240	1,106,523	1,051,197	1,300,257
Transfers Out	2,310,828	2,287,626	2,438,543	3,588,543	2,968,877
Project Expenditure	-	-	-	-	-
<b>PUBLIC WORKS</b>	15,412,624	15,321,228	19,303,713	19,076,125	19,499,086
010 5440 PARK MAINT. OPERATION	527,399	717,045	789,566	690,765	826,483
202 6100 STREET MAINT. OPERATION	1,002,289	1,151,094	1,811,149	1,581,677	1,653,269
206 5410 ENGINEERING	681,837	827,096	1,454,576	1,102,068	1,120,346
229 8351 LIGHTING & LANDSCAPE	126,603	133,588	138,415	137,522	138,672
640 5900 SEWER OPERATIONS	6,677,810	6,060,842	6,844,104	6,650,805	6,875,234
650 5710 WATER OPERATIONS	5,027,774	4,667,055	6,453,910	7,318,889	6,948,657
650 5720 METER READING/REPAIR	311,577	491,736	564,325	510,861	616,878
650 5760 WATER CONSERVATION	11,919	15,818	19,544	19,645	11,320
745 8280 CIP ADMINISTRATION	1,045,416	1,256,955	1,228,124	1,063,894	1,308,227

15,321,228

19,303,713

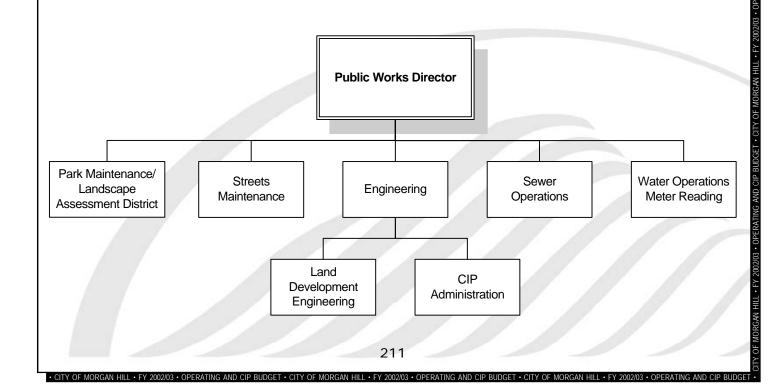
19,076,125

19,499,086

15,412,624

<sup>1</sup>FY 01/02 Adopted Budget: \$18,693,391

**DEPARTMENT TOTAL** 





### [010-5440] Park Maintenance

### **ACTIVITY DESCRIPTION**

The Park Maintenance Division is responsible for landscape installation and maintenance of city parks, the Civic Center, and other city facilities. The Division manages the contracts for maintenance of the Fox Hollow/Murphy Springs Lighting and Landscape Assessment District and weed abatement on city properties and open space.

This year's budget continues to provide adequate staffing and support to further build an organized and comprehensive Parks Maintenance Program including a systematic program of regular mowing, trimming, aeration, and fertilization. This budget also continues to provide funding for the placement of upgraded irrigation controllers within our parks system. This will allow more centralized control of irrigation functions and provide greater cost efficiency by detecting leaks earlier and preventing over watering. It will also provide improved service to park users through better control of irrigation watering times.

This year's budget introduces the collection of park user surveys as a performance measurement. This information will be gathered throughout the fiscal year and will serve as a basis in making improvements in the overall appearance of our parks.

### FY 2001/02 HIGHLIGHTS

- · Upgraded irrigation controllers at Civic Center
- · Resurfaced basketball court at Howard Wiechert Park
- Completed the replacement of new park signs at Howard Wiechert Park and Paradise Park with the new City of Morgan Hill logo
- Initiated an organized tree pruning and removal program at various parks and facilities

### FY 2002/03 ACTIVITY GOALS

- Upgrade irrigation systems and controllers at Diana, Paradise, and Civic Center Parks
- Initiate and collect park user surveys to serve as a basis of in making improvements in the overall appearance of our parks
- Increase vigilance and contract accountability for maintenance contracts for Rodent Control, Broadleaf Weed Control, Tree Pruning and Removal at various parks and facilities, and with the County for Weed Abatement of City property and open space
- · Track response time for customer work orders
- Distribute and collect park user surveys
- Purchase larger lawn mower to reduce labor and increase efficiency in improving park maintenance

### FINANCIAL COMMENTS

A significant appropriation increase was proposed for FY 2002/03, due to water charges. Staff estimates \$108,401 in water charges for city parks, and \$4,000 for Mira Villa Monte.

### PERFORMANCE MEASURES

FY 2001/02

- Customer Work Order Response Time:
  - Non-Emergency
  - Emergency
- Annual Maintenance Cost

2 Working Days Same Working Day \$10,900/acre

## [010-5440] Park Maintenance

Acct	Description	99/00 Actuals	00/01 Actuals	01/02 Current Budget	01/02 Estimated Actual	02/03 Adopted Budget
	SALARIES-GENERAL	190,746	240,654	306,527	260,548	333,802
	SALARIES-OTHER PAYOUT	828	2,398	2,000	3,527	-
	SALARIES-SICK LEAVE	335	299	911	-	-
	OVERTIME-GENERAL	3,090	2,893	6,000	9,681	9,600
	UNEMPLOYMENT INSURANCE	316	39	-	-	-
	RETIREMENT-GENERAL	6,477	15,594	-	-	-
	DEFERRED COMPENSATION	356	485	-	-	-
41700	GROUP INSURANCE	24,124	31,135	-	-	480
41701	MEDICARE	1,469	2,170	-	-	-
41730	INCOME PROTECTION INSURANCE	2,707	3,605	-	-	-
41760	WORKERS COMP	11,459	13,859	-	-	-
	BENEFITS	-	-	90,650	81,585	99,652
41800	UNIFORM	4,027	5,871	7,170	10,248	8,679
41900	CONTRACT LABOR	58,755	63,252	33,900	67,013	-
41000s	< <employee services="">&gt;</employee>	304,689	382,254	447,158	432,602	452,213
42208	ELECTRIC	4,595	5,139	9,000	8,550	9,450
42210	WATER/SEWER	-	-	-	-	112,401
42214	TELEPHONE	-	194	-	458	503
42228	GASOLINE & OIL	3,985	6,407	7,170	6,812	7,887
42231	CONTRACT SERVICES	90,145	160,159	168,496	122,071	117,570
42240	RENTALS - OUTSIDE	544	598	1,200	750	975
42242	RENTS	6,230	19,000	10,165	10,165	7,633
42244	STATIONARY & OFFICE SUPPLIES	147	277	250	209	320
42248	OTHER SUPPLIES	35,688	53,960	47,054	44,701	34,655
42250	ADVERTISING	-	1,519	500	2,953	3,100
42254	POSTAGE & FREIGHT	28	47	100	65	70
42257	PRINTING	313	-	250	776	900
42261	AUTO MILEAGE	-	-	400	-	-
42265	AUTO ALLOWANCE	387	480	-	-	-
42281	SMALL TOOLS	911	3,349	2,515	2,389	2,515
42299	OTHER EXPENSE	186	56	200	190	100
42301	REIMBURSEMENTS	-	(13,033)	-		10,000
42408	TRAINING & EDUCATION	1,468	1,957	1,850	5,469	6,700
42415	CONFERENCE & MEETINGS	120	138	1,000	900	300
42423	MEMBERSHIP & DUES	122	289	550	495	300
42435	SUBCRIPTION & PUBLICATIONS	-	-	-	48	75
42523	MAINT - MACH/EQUIPMEN	6,135	10,478	8,750	8,543	9,700
42526	MAINT - AUTO/TRUCKS	2,273	5,504	3,000	5,117	5,900
42531	MAINT - FURN/OFF EQUI	158	79	500	475	300
42536	MAINT - OTHER	-	1	300	1,231	1,300
42550	FLEET REPLACEMENT CHARGE	29,285	25,114	23,962	23,962	29,648
42250	ADVERTISING	15 /			63	
42000s	< <supplies &="" services="">&gt;</supplies>	182,720	281,712	287,212	246,393	362,302

## [010-5440] Park Maintenance

				01/02	01/02	02/03
		99/00	00/01	Current	Estimated	Adopted
Acct	Description	Actuals	Actuals	Budget	Actual	Budget
43825	MACHINERY/EQUIPMENT	3,782	5,831	37,000	-	-
43835	FURNITURE/OFFICE EQUI	110	-	4,941	-	-
43840	COMPUTER EQUIPMENT	-	669	410	-	-
43845	COMPUTER SOFTWARE	-	-	505		
43000s	< <capital outlay="">&gt;</capital>	3,892	6,500	42,856	-	-
44994	LEASE PAYMENTS	-	-	950	950	<u>-</u>
44000s	< <debt service="">&gt;</debt>	-	-	950	950	-
45001	PERSONNEL SERVICES	3,465	13,518	-	-	-
45002	FINANCE SERVICES	5,790	9,848	-	-	-
45003	GENERAL LIABILITY INS	3,859	6,624	4,900	4,655	4,198
45004	BLDG MAINT SERVICES	2,060	5,357	6,490	6,166	7,770
45007	LEGAL SERVICES	11,066	9,377	-	-	-
45009	INFORMATION SYSTEM SERVICES	1,038	1,856	-	<u>-</u>	
45000s	< <internal services="">&gt;</internal>	27,278	46,579	11,390	10,821	11,968
49210	TRANSFER OUT-010 (GENERAL FUND)	8,820	-	-	-	
49000s	< <transfers>&gt;</transfers>	8,820	-	-	-	-
	PARK MAINTENANCE	527,399	717,045	789,566	690,765	826,483



### [202-6100] Street Maintenance

### **ACTIVITY DESCRIPTION**

The Street Maintenance Division combines in-house and contract services to address the responsibilities for the maintenance and repair of all roadways, sidewalks, curbs, gutters, roadway shoulders and alleys, arterial medians and parkways, street signs and markings, street sweeping, downtown median maintenance, storm station pump repair, street striping/legends, right-of-way tree trimming, traffic signals, street lights, storm drains, and the cleaning and repair of catch basins and storm channels.

While not funded through our Street Maintenance Budget, our Pavement Resurfacing Program, funded through our Capital Improvement Program Budget, provides a systematic method of annual street resurfacing. This fiscal year our Pavement Management Program includes \$350,000 from Street Funds, \$1,100,000 from RDA Funding, and \$100,000 from AB2928 specifically for the resurfacing of Monterey Road from the south city limits north to Dunne Avenue.

The Pavement Management Program and the Street Maintenance Program work together to provide a comprehensive maintenance program for our streets system.

#### FY 2001/02 HIGHLIGHTS

- Initiated permanent asphalt repair program for in-house utility cut-ins coordination with the Water Division
- Provided permanent asphalt patching/repair of potholes and localized street failure using in-house services
- · Initiated sidewalk and curb/gutter repair program
- Completed one of a three-year rotational basis for citywide street tree trimming

### FY 2002/03 ACTIVITY GOALS

- Create a program to eliminate backlog of utility cut patches needing permanent asphalt replacement and combine this program with regular pothole repair
- Further define the citywide street tree-trimming program by adding tree-trimming zones that need to be trimmed more frequently than a three-year rotational basis
- Complete and additional \$50,000 in sidewalk, curb, and gutter replacement program
- · Conduct a more comprehensive and timely roadside vegetation abatement program
- Track response time for customer work orders
- · Track miles of roadside weed abatement accomplished
- Track tons of debris removed by street sweeping

PERFORMANCE MEASURES	FY 2001/02
<ul> <li>Customer Work Order Response Time</li> </ul>	
- Non-Emergency	Within 2 working day

Emergency
 Miles of Roadside Weed Abatement
 Tons of Debris Removed by Street Sweeping (annual)
 Same Working Day
 12 Curb Miles
 400 Tons

## [202-6100] Street Maintenance

Acat	Description	99/00	00/01	01/02 Current	01/02 Estimated	02/03 Adopted
	Description SALADIES CENEDAL	Actuals	Actuals	Budget	Actual	Budget
	SALARIES-GENERAL SALARIES-OTHER PAYOUT	203,441	196,108	351,995	299,196	344,176
	SALARIES-OTHER PAYOUT SALARIES-SICK LEAVE	1,260 634	5,566	5,000	1,485 719	-
			444	846		22.000
	OVERTIME-GENERAL UNEMPLOYMENT INSURANCE	14,151 284	13,700	22,000	19,915	22,000
	RETIREMENT-GENERAL	6,622	31 11,865	-	-	-
	DEFERRED COMPENSATION	6,622 547	677	-	-	-
	GROUP INSURANCE	23,460	23,676	-	-	1,920
	MEDICARE	2,380	23,670	-	-	1,920
	INCOME PROTECTION INSURANCE	2,360 2,664	2,883	-	-	-
	WORKERS COMP	10,478	2,003 9,762	-	-	-
41700		10,470	9,702	88,476	75,205	95,504
	UNIFORM	3,696	4,474	7,615	6,473	95,504 8,215
	CONTRACT LABOR	25,182	4,474 7,674	17,000	18,123	0,213
	< <employee services="">&gt;</employee>	294,799	279,557	492,932	421,115	471,815
	TAXES	294,199	219,551	492,932	187	295
	ELECTRIC	239,854	231,390	410,000	314,664	370,500
	TELEPHONE	909	1,195	800	1,186	1,150
	SURETY BOND	-	-	-	1,100	-
	GASOLINE & OIL	5,972	8,125	10,710	10,175	11,781
	CONTRACT SERVICES	149,361	286,866	452,457	396,584	385,870
	RENTALS - OUTSIDE	1,346	489	3,000	738	812
	RENTS	10,147	22,555	12,066	12,066	9,061
	STATIONARY & OFFICE SUPPLIES	508	559	685	692	762
	OTHER SUPPLIES	54,896	41,574	128,667	122,234	90,384
	ADVERTISING	1,365	1,994	575	2,585	2,844
	PHOTOCOPYING	-	23	100	50	75
	POSTAGE & FREIGHT	61	258	270	213	250
	PRINTING	308	755	355	873	960
	AUTO MILEAGE	-	-	50	-	-
	AUTO ALLOWANCE	626	708	-	_	_
	SMALL TOOLS	1,952	1,740	3,600	3,420	3,600
	REIMB/SOUNDWALL FENC	-	-	-	5	-
	BAD DEBT EXPENSE	9,975	_	_	-	-
	OTHER EXPENSE	580	766	1,500	1,425	1,500
	REIMBURSEMENTS	-	(15,471)	-	-	-
	TRAINING & EDUCATION	1,990	2,268	3,000	11,798	12,978
	CONFERENCE & MEETINGS	363	866	800	435	500
	MEMBERSHIP & DUES	117	34	500	475	250
	SUBCRIPTION & PUBLICATIONS	118	86	350	333	350
	MAINT - BLDGS/IMPROVE		1 / J			2,000
	MAINT - MACH/EQUIPMEN	12,148	23,350	12,000	11,400	15,000
	MAINT - AUTO/TRUCKS	18,985	14,176	16,000	15,200	12,565
	MAINT - FURN/OFF EQUI	40	119	1,120	1,064	1,120
	MAINT - OTHER	65	426	300	810	400
	FLEET REPLACEMENT CHARGE	85,415	64,785	54,326	54,326	55,755
	<>SUPPLIES & SERVICES>>	597,101	689,636	1,113,231	962,955	980,762

## [202-6100] Street Maintenance

Acct	Description	99/00 Actuals	00/01 Actuals	01/02 Current Budget	01/02 Estimated Actual	02/03 Adopted Budget
43820	OTHER IMPROVEMENTS	-	-	-	-	1,000
43825	MACHINERY/EQUIPMENT	6,482	8,183	27,127	23,453	19,100
43835	FURNITURE/OFFICE EQUI	110	-	4,941	5,958	6,500
43840	COMPUTER EQUIPMENT	1,185	4,591	3,500	5,273	5,500
43845	COMPUTER SOFTWARE	1,356	5,430	11,205	11,005	5,718
44994	LEASE PAYMENTS	-	-		465	
43000s	< <capital outlay="">&gt;</capital>	9,133	18,204	46,773	46,154	37,818
45000	GF ADMIN	-	-	102,972	97,823	128,260
45001	PERSONNEL SERVICES	6,067	13,312	-	-	-
45002	FINANCE SERVICES	18,166	22,234	-	-	-
45003	GENERAL LIABILITY INS	8,643	14,835	12,440	11,818	10,910
45004	BLDG MAINT SERVICES	8,370	16,271	19,801	18,811	23,704
45007	LEGAL SERVICES	20,477	14,065	-	-	-
45009	INFORMATION SYSTEM SERVICES	3,823	4,865		<u>-</u> _	
45000s	< <internal services="">&gt;</internal>	65,546	85,583	135,213	128,452	162,874
49210	TRANSFER OUT-010 (GENERAL FUND)	35,710	14,115	-	-	-
49250	TRANSFER OUT-790 (EQUIP REPLACEMENT)	-	64,000	23,000	23,000	
49000s	< <transfers>&gt;</transfers>	35,710	78,115	23,000	23,000	-
	STREET MAINTENANCE OPERATIONS	1,002,289	1,151,094	1,811,149	1,581,677	1,653,269



## [206-5410] Engineering

### **ACTIVITY DESCRIPTION**

The Public Works Engineering Development Division provides development review/inspection services. It oversees all construction activities that pertain to the infrastructure constructed by developers within the City. This Division checks, approves, and keeps for the public record all improvement plans prepared by consultants. It reviews all private land development activities for conformance with City Standards, and checks and approves all maps in compliance with the Subdivision Map Act.

### FY 2001/02 HIGHLIGHTS

- Although new applications dropped significantly in FY 2001/02, there was still substantial building activity from projects approved previously.
- Continued our responsive plan checking process through the use of contract plan checking.
   This has enabled the department to handle the fluctuating levels of development without adding additional permanent staff.
- Posted the City Standard Specifications and Details on the City Web site.
- Completed feasibility study of a City Wide Geographic Information System (GIS). If the
  City proceeds with developing a GIS, it has the potential to greatly assist Developers and
  their Engineers in plan preparation.
- Began development processing audit in conjunction with the Planning and Building Divisions.

### FY 2002/03 ACTIVITY GOALS

- Make continued improvements in the development review/inspections process by implementing performance measures.
- To assist in providing more responsive customer service in the area of Permit tracking, the Department, in a coordinated effort with the Building Department, will implement the Trademark Permit Tracking System. This system tracks permit submittals to the Building Department, their distribution to each other Department and status.
- Provide a staff member in City Hall to improve customer service and response time for issuing Permits.
- · Implement audit recommendations from the development processing audit.

### FINANCIAL COMMENTS

We are projecting about 20% less development activity in FY 2002/03 than in FY 2001/02. This is the result of a national trend of a slowing economy. We have reduced staff in development processing from 6 FTE to 5 FTE in FY 2002/03. Also, the Department will continue to improve in efficiency by using computer technology and by developing employee technical skills through ongoing training. This division offsets its costs by generating revenue from engineering plan checks, inspection services, encroachment permits, map checking, wide/overweight permits, lot line adjustments, and site/utilities reviews for most building and planning submittals. Also, in FY 2001/02 the City hired a consultant to evaluate a City Wide Geographic Information System (GIS) and budgeted for implementation in FY 2001/02. With the slowing land development economy, we will defer this project until 03/04.

PERFORMANCE MEASURES	FY 2001/02	-
Number of Final Maps Recorded	10	
Number of Plan Checks returned on time	76/85	
Number of Planning/Building Division referrals received	97	
Hours spent inspecting public improvements constructed by	4,000	
private developers		

# [206-5410] Engineering

	_	99/00	00/01	01/02 Current	01/02 Estimated	02/03 Adopted
Acct	Description	Actuals	Actuals	Budget	Actual	Budget
	SALARIES-GENERAL	257,098	256,598	379,861	278,800	284,219
41270	SALARIES-PART-TIME	139	-	-	-	-
41320	SALARIES-OTHER PAYOUT	3,528	9,364	8,800	7,728	-
41330	SALARIES-SICK LEAVE	559	1,046	-	-	-
41490	OVERTIME-GENERAL	21,910	15,996	23,760	5,196	-
41560	UNEMPLOYMENT INSURANCE	312	28	-	-	-
41620	RETIREMENT-GENERAL	6,954	12,453	-	12,852	-
41690	DEFERRED COMPENSATION	1,845	1,545	-	3,858	-
	GROUP INSURANCE	14,783	16,988	-	22,200	-
41701	MEDICARE	3,651	3,124	-	3,520	-
41730	INCOME PROTECTION INSURANCE	3,099	3,161	-	3,466	-
41760	WORKERS COMP	7,911	7,214	-	6,246	-
41799	BENEFITS	-	-	74,870	629	65,060
41800	UNIFORM	411	777	1,100	400	-
41900	CONTRACT LABOR	2,259	73,808	79,200	129,000	65,000
41000s	< <employee services="">&gt;</employee>	324,459	402,102	567,591	473,895	414,279
42211	RUBISH/TRASH	-	11	-	-	-
42214	TELEPHONE	2,135	2,513	2,100	1,900	2,200
42228	GASOLINE & OIL	805	1,652	1,350	1,100	1,350
42231	CONTRACT SERVICES	255,380	282,787	589,575	350,000	355,000
42238	FRANCHISE FEE G/F	-	303	-	-	-
42240	RENTALS - OUTSIDE	-	-	750	100	100
42242	RENTS	700	640	342	342	257
42244	STATIONARY & OFFICE SUPPLIES	1,554	1,406	1,850	1,610	1,600
42248	OTHER SUPPLIES	4,221	13,974	4,100	4,100	4,100
42250	ADVERTISING	2,258	5,808	4,700	4,200	4,100
42252	PHOTOCOPYING	97	140	472	150	8
42254	POSTAGE & FREIGHT	1,581	1,389	1,750	750	1,400
42257	PRINTING	529	2,314	1,700	1,650	1,600
42261	AUTO MILEAGE	438	435	450	400	440
42265	AUTO ALLOWANCE	331	826	750	850	850
42281	SMALL TOOLS	37		-		-
42298	BAD DEBT EXPENSE	555	-	-	-	-
42299	OTHER EXPENSE	123	1,671	300	290	300
42301	REIMBURSEMENTS	-	(439)	-	-	-
42408	TRAINING & EDUCATION	2,953	2,091	3,000	2,800	2,900
42415	CONFERENCE & MEETINGS	1,203	281	900	800	820
42423	MEMBERSHIP & DUES	213	-4	700	200	400
42435	SUBCRIPTION & PUBLICATIONS	431	34	500	200	380
42523	MAINT - MACH/EQUIPMEN	202	1 4 0	800	200	500
	MAINT - AUTO/TRUCKS	1,432	423	800	200	600
	MAINT - FURN/OFF EQUI	804	454	900	250	650
	MAINT - OTHER	16	. /		1 . 1	
	FLEET REPLACEMENT CHARGE	2,620	2,455	2,326	2,326	2,326
	< <supplies &="" services="">&gt;</supplies>	280,618	321,169	620,115	374,418	381,881

# [206-5410] Engineering

				01/02	01/02	02/03
		99/00	00/01	Current	Estimated	Adopted
Acct	Description	Actuals	Actuals	Budget	Actual	Budget
43825	MACHINERY/EQUIPMENT	162	-	300	200	200
43830	AUTO/TRUCKS	18	-	-	-	-
43835	FURNITURE/OFFICE EQUI	724	1,369	8,758	8,400	8,300
43840	COMPUTER EQUIPMENT	2,546	892	8,306	14,400	10,000
43845	COMPUTER SOFTWARE	1,453	-	9,064	2,200	2,100
43000s	< <capital outlay="">&gt;</capital>	4,903	2,261	26,427	25,200	20,600
44994	LEASE PAYMENTS	-	1,053	2,694	2,694	-
44000s	< <debt service="">&gt;</debt>	-	1,053	2,694	2,694	-
45000	GF ADMIN	-	-	138,340	131,423	217,406
45001	PERSONNEL SERVICES	7,815	17,149	-	-	-
45002	FINANCE SERVICES	12,787	15,650	-	-	-
45003	GENERAL LIABILITY INS	6,104	10,477	40,711	38,675	12,069
45004	BLDG MAINT SERVICES	4,663	9,062	11,001	10,451	13,169
45007	LEGAL SERVICES	13,651	9,377	-	-	-
45009	INFORMATION SYSTEM SERVICES	8,452	10,758	47,697	45,312	60,942
45000s	< <internal services="">&gt;</internal>	53,472	72,471	237,749	225,862	303,586
49210	TRANSFER OUT-010 (GENERAL FUND)	17,635	18,090	-	-	-
49219	TRANSFER OUT-720 (FINANCE)	-	9,950	-	-	-
49250	TRANSFER OUT-790 (EQUIP REPLACEMENT)	750	<u>-</u> _		-	
49000s	< <transfers>&gt;</transfers>	18,385	28,040	-	-	-
	ENGINEERING	681,837	827,096	1,454,576	1,102,068	1,120,346



# [229-8351] Lighting & Landscape District

### ACTIVITY DESCRIPTION

Lighting and Landscape Assessment District Funds are derived from an assessment based on expenditures by the City for maintenance services to certain park and landscape areas within residential developments. These services benefit the properties against which assessments are levied by ensuring proper maintenance. Each lot within a residential development is assessed the same amount. Assessment charges are collected by the County on property tax rolls and remitted to the City. There are currently 20 sub-areas in the Fox Hollow/Murphy Springs Lighting and Landscape Assessment District.

### FY 2001/02 HIGHLIGHTS

- Met with residents of districts in deficit or about to go into deficit to develop a strategy for reduction of maintenance services
- Reduced costs by 10% through the management of all sub-areas.

### FY 2002/03 ACTIVITY GOALS

- Increase vigilance in the quality of the maintenance of services
- Manage all sub-areas to eliminate/prevent deficit fund balances

### FINANCIAL COMMENTS

Maintenance services are provided primarily through contract services and are paid by annual assessments to the property owners benefiting from the improvements.

## [229-8351] Lighting & Landscape District

Acct	Description	99/00 Actuals	00/01 Actuals	01/02 Current Budget	01/02 Estimated Actual	02/03 Adopted Budget
41100	SALARIES-GENERAL	9,212	10,002	10,532	10,216	12,319
41320	SALARIES-OTHER PAYOUT	39	44	100	97	-
41330	SALARIES-SICK LEAVE	12	11	-	-	-
41490	OVERTIME-GENERAL	-	34	100	97	-
41560	UNEMPLOYMENT INSURANCE	11	1	-	-	-
41620	RETIREMENT-GENERAL	284	558	-	-	-
41690	DEFERRED COMPENSATION	35	50	-	-	-
41700	GROUP INSURANCE	890	933	-	-	-
41701	MEDICARE	63	72	-	-	-
41730	INCOME PROTECTION INSURANCE	117	130	-	-	-
41760	WORKERS COMP	390	415	-	-	-
41799	BENEFITS	-	-	2,327	2,257	2,635
41000s	< <employee services="">&gt;</employee>	11,053	12,249	13,059	12,667	14,954
42208	ELECTRIC	2,615	2,782	3,600	3,527	3,780
42210	WATER/SEWER	40,581	40,301	47,000	45,590	46,000
42230	SPECIAL COUNSEL	-	-	-	4,890	-
42231	CONTRACT SERVICES	65,823	70,174	60,360	58,610	58,000
42248	OTHER SUPPLIES	114	804	2,500	862	2,500
42250	ADVERTISING	-	226	-	102	102
42254	POSTAGE & FREIGHT	-	67	100	67	100
42265	AUTO ALLOWANCE	37	48	-	-	-
42000s	< <supplies &="" services="">&gt;</supplies>	109,170	114,402	113,560	113,648	110,482
45000	GF ADMIN	-	-	11,796	11,206	13,136
45001	PERSONNEL SERVICES	217	479	-	-	-
45002	FINANCE SERVICES	1,496	1,832	-	-	-
45003	GENERAL LIABILITY INS	728	1,250	-	-	100
45007	LEGAL SERVICES	2,084	1,407	-	-	-
45009	INFORMATION SYSTEM SERVICES	90	160	-	-	
45000s	< <internal services="">&gt;</internal>	4,615	5,128	11,796	11,206	13,236
49210	TRANSFER OUT-010 (GENERAL FUND)	1,765	1,810	<u> </u>	_	-
49000s	< <transfers>&gt;</transfers>	1,765	1,810	-	-	-
	LIGHTING & LANDSCAPE	126,603	133,588	138,415	137,522	138,672

### [640-5900] Sewer Operations

### **ACTIVITY DESCRIPTION**

The Sewer Operations Division is responsible for protecting public health and safety by ensuring that wastewater is properly collected, treated and discharged. This includes planning, design, maintenance, and repair of all sanitary sewer mains and sewer lift stations within the city. Effluent from the collection system is transported via an interceptor to the wastewater treatment facility located in Gilroy, where it is treated and discharged. This plant is owned and operated by the South County Regional Wastewater Authority (SCRWA) under a Joint Powers Agreement with the Cities of Morgan Hill and Gilroy.

The city owns, and therefore funds, 41.9% of the capital expansion costs at the wastewater treatment facility. The city pays for annual operations and maintenance costs of the facility based on actual annual flow as recorded by flow meters. For budgeting purposes this year, the SCRWA budget proposes a 44% Morgan Hill / 56% Gilroy split.

### FY 2001/02 HIGHLIGHTS

- Initiated design upgrade of Supervisory Control and Data Acquisition System
- Completed a comprehensive sewer main flushing program to reduce sewer blockages
- Initiated design of a Supervisory Control and Data Acquisition System
- Completed third phase of infiltration and inflow (I & I) identification program
- Updated Sewer Use Ordinance

### FY 2002/03 ACTIVITY GOALS

- Initiate installation of upgrade of Supervisory Control and Data Acquisition System
- Complete a comprehensive sewer main flushing program to reduce occurrence of blockages
- Complete infiltration and inflow identification program and identify design of needed improvements to reduce I & I
- · Track response time for customer work orders
- Track number of sewer main restrictions cleared

### FINANCIAL COMMENTS

None

PERFORMANCE MEASURES	FY 2001/02
<ul> <li>Customer Work Order Response Time</li> </ul>	
-Non-Emergency	Within 2 working days
-Emergency	Same Working Day
<ul> <li>Sewer Main Restrictions Cleared</li> </ul>	18

# [640-5900] Sewer Operations

		_		01/02	01/02	02/03
		99/00	00/01		Estimated	Adopted
	Description	Actuals	Actuals	Budget	Actual	Budget
	SALARIES-GENERAL	493,767	499,598	641,244	545,057	681,889
	SALARIES-PART-TIME	139	-	-	-	-
	SALARIES-OTHER PAYOUT	5,025	7,719	14,635	11,868	-
	SALARIES-SICK LEAVE	1,835	2,027	-	-	-
	OVERTIME-GENERAL	14,214	15,177	20,000	15,955	20,000
41560	UNEMPLOYMENT INSURANCE	754	56	-	-	-
41620	RETIREMENT-GENERAL	15,078	27,111	-	-	-
41690	DEFERRED COMPENSATION	2,241	2,898	-	-	-
41700	GROUP INSURANCE	49,391	49,341	-	-	-
41701	MEDICARE	6,061	6,783	-	-	-
41730	INCOME PROTECTION INSURANCE	6,669	6,958	-	-	-
41760	WORKERS COMP	26,164	25,545	-	-	-
41799	BENEFITS	-	-	160,649	128,519	175,861
41800	UNIFORM	6,943	4,780	9,770	7,328	9,770
41900	CONTRACT LABOR	29,616	44,421	-	23,272	-
41000s	< <employee services="">&gt;</employee>	657,897	692,414	846,298	731,999	887,520
42208	ELECTRIC	15,191	15,968	31,500	29,925	33,075
42214	TELEPHONE	2,167	2,125	2,300	2,185	2,300
42228	GASOLINE & OIL	9,947	12,261	16,285	15,471	17,914
42231	CONTRACT SERVICES	72,569	50,620	193,616	163,035	148,175
42240	RENTALS - OUTSIDE	8,414	68	2,970	5,885	6,500
42242	RENTS	4,878	57,730	30,884	30,884	23,192
42244	STATIONARY & OFFICE SUPPLIES	1,064	900	1,100	1,434	1,885
42248	OTHER SUPPLIES	54,518	41,970	68,754	65,316	72,960
42250	ADVERTISING	-	2,115	1,080	726	680
42252	PHOTOCOPYING	-	46	704	200	200
42254	POSTAGE & FREIGHT	112	65	1,575	333	500
42257	PRINTING	176	743	945	504	750
42265	AUTO ALLOWANCE	1,324	1,694	-	-	-
	SEWER CHARGES MAINT/OPERATIONS	2,306,247	2,017,886	2,210,383	2,210,383	2,196,626
	WTR/SEWER MAINT.SERVI	11,968	7,607	78,174	45,765	71,875
	SMALL TOOLS	3,651	1,557	5,920	5,624	6,420
	PRIOR YEAR REFUND	1,585	-	-	-	
	OTHER EXPENSE	184	236	500	475	475
	REIMBURSEMENTS	-	(39,599)	-	-	-
	TRAINING & EDUCATION	1,103	7,166	5,250	5,250	13,000
	CONFERENCE & MEETINGS	1,932	7,100	1,800	1,800	1,800
	MEMBERSHIP & DUES	254	395	700	665	1,000
	SUBCRIPTION & PUBLICATIONS	164	326	600	570	350
	MAINT - MACH/EQUIPMEN	3,328	2,788	7,500	6,000	7,500
	MAINT - MACH/EQUIPMEN  MAINT - AUTO/TRUCKS	39,750	28,876	36,800	42,374	44,000
	MAINT - FURN/OFF EQUI	59,750 642	416		42,374 551	44,000 735
	MAINT - PURIVOFF EQUI			735 1 860		835
		18	2,153	1,860	1,674	
	FLEET REPLACEMENT CHARGE	87,295	74,124	73,722	73,722	48,939
	DEPRECIATION EXPENSE < <supplies &="" services="">&gt;</supplies>	1,219,505	817,375	2 775 45/	2,710,751	2 701 (0)
42000S	< <sufflies &="" services="">&gt;</sufflies>	3,847,986	3,107,611	2,775,656	2,710,751	2,701,686

# [640-5900] Sewer Operations

				01/02	01/02	02/03
		99/00	00/01	Current	Estimated	Adopted
Acct	Description	Actuals	Actuals	Budget	Actual	Budget
43825	MACHINERY/EQUIPMENT	-	-	63,003	47,660	30,500
43835	FURNITURE/OFFICE EQUI	-	-	4,941	6,423	7,425
43840	COMPUTER EQUIPMENT	-	(600)	6,243	6,867	6,865
43845	COMPUTER SOFTWARE	-	600	4,935	4,935	4,935
43000s	< <capital outlay="">&gt;</capital>	-	-	79,122	65,886	49,725
44990	PRINCIPAL	-	-	655,000	655,000	655,000
44991	INTEREST	1,058,853	1,035,311	1,403,954	1,403,954	1,403,954
44994	LEASE PAYMENTS	-	790	1,945	1,945	-
44995	SERVICE FEES	18,889	18,532	_	10,720	10,720
44000s	< <debt service="">&gt;</debt>	1,077,742	1,054,633	2,060,899	2,071,619	2,069,674
45000	GF ADMIN	-	-	177,228	168,367	211,522
45001	PERSONNEL SERVICES	13,138	28,827	-	-	-
45002	FINANCE SERVICES	84,698	103,662	-	-	-
45003	GENERAL LIABILITY INS	25,462	43,701	30,157	28,649	26,448
45004	BLDG MAINT SERVICES	10,277	19,977	24,201	22,991	28,972
45007	LEGAL SERVICES	34,128	23,442	-	-	-
45009	INFORMATION SYSTEM SERVICES	6,183	7,870		-	8,310
45000s	< <internal services="">&gt;</internal>	173,886	227,478	231,586	220,007	275,252
49201	TRANSFER OUT-202 (STREET MAINTENANCE	156,000	156,000	160,000	160,000	200,000
49210	TRANSFER OUT-010 (GENERAL FUND)	115,070	113,610	15,000	15,000	17,500
49219	TRANSFER OUT-720 (FINANCE)	131,229	-	-	-	-
49250	TRANSFER OUT-790 (EQUIP REPLACEMENT)	18,000	42,000	-	-	-
49262	TRANSFER OUT-643 (SEWER REPLACEMENT	500,000	500,000	500,000	500,000	500,000
49271	TRANSFER OUT-650 (WATER OPS)	-	167,096	175,543	175,543	173,877
49000s	< <transfers>&gt;</transfers>	920,299	978,706	850,543	850,543	891,377
	SEWER OPERATIONS	6,677,810	6,060,842	6,844,104	6,650,805	6,875,234



### [650-5710] Water Operations

### **ACTIVITY DESCRIPTION**

The City of Morgan Hill supplies water to approximately 10,000 residential and commercial/industrial establishments while ensuring that the water quality meets or exceeds health and environmental standards. The water is supplied from 13 wells located in, and adjacent to, the city. This Division maintains and repairs all wells, pumping stations, reservoirs, and pipelines. In addition, Division technical staff performs design, long range planning, and assures that water quality standards are met in compliance with the state's Department of Health Services regulations. The Water Operations Division funds storm-drain and ditch cleaning in order to protect groundwater quality.

### FY 2001/02 HIGHLIGHTS

- Completed design of a new 4 million gallon water reservoir near Edmundson Avenue
- · Completed design of new 1 million gallon reservoir at Boys Ranch site
- · Completed design of rehabilitation of Jackson Oaks booster station
- · Responded to and repaired all emergency water breaks
- · Initiated design upgrade of Supervisory Control and Data Acquisition System
- · Initiated design of new water well
- · Updated Water Use Ordinance
- · Completed inspection and cleaning of all reservoirs
- Initiated construction of rehabilitation for Main Well and Jackson Oaks Booster Station
- Two that were not completed due to 5% budget reductions were:
- Upgrade of electrical panel at the hydro-pneumatic booster
   Upgrade of electrical panels at El Toro boosters and Jackson Oaks hydro-pneumatic stations

### FY 2002/03 ACTIVITY GOALS

- Complete construction of rehabilitation for Main Well and Jackson Oaks Booster Station
- · Complete drilling of new water well at Boys Ranch site
- Implement upgrade of Supervisory Control and Data Acquisition System
- · Track response time for customer work orders

### FINANCIAL COMMENTS

None

#### PERFORMANCE MEASURES

FY 2001/02

- Customer Work Order Response Time
  - -Non-Emergency
  - -Emergency

Within 2 working days Same Working Day

# [650-5710] Water Operations

_	_	•				
Acct	Description	99/00 Actuals	00/01 Actuals	01/02 Current Budget	01/02 Estimated Actual	02/03 Adopted Budget
	SALARIES-GENERAL	516,321	558,258	690,443	586,877	738,787
	SALARIES-PART-TIME	139	-	-	-	-
	SALARIES-OTHER PAYOUT	3,743	8,061	12,677	17,484	_
	SALARIES-SICK LEAVE	2,291	2,344	-	-	_
	OVERTIME-GENERAL	45,368	50,642	60,000	54,742	57,000
	UNEMPLOYMENT INSURANCE	821	62	-	-	-
	RETIREMENT-GENERAL	16,421	31,066	_	_	_
	DEFERRED COMPENSATION	1,911	2,430	_	_	_
	GROUP INSURANCE	52,185	55,558	_	_	_
	MEDICARE	7,908	8,347	_	_	_
	INCOME PROTECTION INSURANCE	6,911	7,419	_	_	_
	WORKERS COMP	28,852	29,217		_	_
	BENEFITS	20,032	27,217	173,820	151,223	192,169
	UNIFORM	7,187	5,630	9,535	8,105	9,535
	CONTRACT LABOR	24,641	16,077	7,333 -	39,560	7,333
	< <employee services="">&gt;</employee>	714,699	775,112	946,475	857,991	997,491
	TAXES	768,154	871,271	1,044,000	991,800	1,158,840
	ELECTRIC	572,935	477,856	915,000	869,250	960,750
	TELEPHONE	22,689	19,971	25,000	23,750	25,000
	GASOLINE & OIL	19,025	27,115	37,000	25,750 35,150	38,665
	CONTRACT SERVICES	154,221	235,957	495,386	451,617	320,130
	RENTALS - OUTSIDE	7,425	29,118	8,122	28,488	6,000
	RENTS	8,360	60,880	32,569	32,569	24,457
	STATIONARY & OFFICE SUPPLIES	2,453	2,862	3,400	4,499	4,000
	OTHER SUPPLIES	99,843	119,225	169,808	132,817	151,800
	ADVERTISING	261	2,163	1,155	539	900
	PHOTOCOPYING	-	46	804	700	500
	POSTAGE & FREIGHT	945	6,669	3,800	2,457	3,200
	PRINTING	227	225	5,700	5,415	5,200
	AUTO MILEAGE	-	-	110	-	-
	AUTO ALLOWANCE	1,214	1,586	-	-	-
	WTR/SEWER MAINT.SERVI	76,306	131,706	135,342	112,808	81,500
	SMALL TOOLS	2,668	2,578	4,250	4,137	4,250
	BAD DEBT EXPENSE	4,444	-	-	-	-
		16,705	18,860	20,000	19,566	20,000
		-	(41,759)			-
42408	TRAINING & EDUCATION	3,317	10,406	10,100	11,275	15,000
42415	CONFERENCE & MEETINGS	3,231	1,287	4,280	3,000	4,000
42423	MEMBERSHIP & DUES	2,252	3,959	2,700	2,565	2,700
42435	SUBCRIPTION & PUBLICATIONS	1,463	632	1,300	972	915
42510	MAINT - BLDGS/IMPROVE	-	1 J - A	5,500	5,225	5,500
42523	MAINT - MACH/EQUIPMEN	11,435	3,235	14,100	13,395	9,000
42526	MAINT - AUTO/TRUCKS	25,976	15,911	21,000	22,869	23,000
42531	MAINT - FURN/OFF EQUI	675	416	1,000	780	1,000
	MAINT - OTHER	504	219	1,650	816	1,650
	FLEET REPLACEMENT CHARGE	69,845	55,842	52,556	52,556	72,763
	DEPRECIATION EXPENSE	737,039	319,212	-		
420U I						

# [650-5710] Water Operations

				01/02	01/02	02/03
_		99/00	00/01	Current	Estimated	Adopted
Acct	Description	Actuals	Actuals	Budget	Actual	Budget
43825	MACHINERY/EQUIPMENT	-	-	95,385	92,215	44,000
43835	FURNITURE/OFFICE EQUI	-	-	4,941	6,406	7,425
43840	COMPUTER EQUIPMENT	-	-	6,243	8,044	6,865
	COMPUTER SOFTWARE	-	-	5,985	5,877	5,985
	METERS	-	(86,175)		-	
	< <capital outlay="">&gt;</capital>	-	(86,175)	112,554	112,542	64,275
	PRINCIPAL	-	-	210,320	237,336	210,320
44991	INTEREST	431,210	405,474	337,720	310,704	337,720
44994	LEASE PAYMENTS	-	790	1,395	1,395	-
44995	SERVICE FEES	1,712	3,372	-	3,332	3,332
	ISSUANCE COST	12,321	-		-	
	< <debt service="">&gt;</debt>	445,243	409,636	549,435	552,767	551,372
	GF ADMIN	-	-	188,832	179,390	233,911
	PERSONNEL SERVICES	16,897	37,074	-	-	-
	FINANCE SERVICES	53,987	66,073	-	-	-
	GENERAL LIABILITY INS	19,036	36,727	31,518	29,942	28,987
	BLDG MAINT SERVICES	16,317	31,717	38,502	36,577	46,091
45007	LEGAL SERVICES	34,128	23,442	-	-	-
	INFORMATION SYSTEM SERVICES	6,326	8,052	5,962	5,664	8,310
45000s	< <internal services="">&gt;</internal>	146,691	203,085	264,814	251,573	317,299
49201	TRANSFER OUT-202 (STREET MAINTENANCE	349,000	349,000	350,000	350,000	400,000
49200	TRANSFER OUT-ONE TIME	-	-	-	-	460,000
	TRANSFER OUT-010 (GENERAL FUND)	79,800	81,950	15,000	15,000	17,500
	TRANSFER OUT-720 (FINANCE)	131,229	-	-	-	-
	TRANSFER OUT-790 (EQUIP REPLACEMENT)	47,500	57,000	-	-	-
	TRANSFER OUT-653 (WATER REPLACE)	500,000	500,000	1,200,000	2,350,000	1,200,000
49000s	< <transfers>&gt;</transfers>	1,107,529	987,950	1,565,000	2,715,000	2,077,500
	WATER OPERATIONS	5,027,774	4,667,055	6,453,910	7,318,889	6,948,657



### **ACTIVITY DESCRIPTION**

The Meter Reading Division is responsible for reading, maintaining, upgrading, leak detection, installation and repair of residential and commercial water meters. Two meter readers service customer accounts while the third meter reader performs hydrant maintenance, valve exercising, meter change-outs and meter repairs or replacement. Division activities include testing meters for accuracy, verifying system pressures, and responding to customers with meter reading complaints. Meter reading results in billing based upon the customer's actual usage and provides an accurate timely feedback of customer consumption.

The three-year pilot program for the installation of radio read equipment upgrades has been accomplished. This program has been a success by verifying that these equipment upgrades provide a more efficient method of meter reading by allowing remote reading from a vehicle. This is accomplished by the use of a transceiver unit capable of reading each individual meter while passing through the area. The information gathered is then downloaded directly to the Utility Billing System. This budget year continues in this program and increases the pace at which radio read devices are to be placed allowing completion of the placement of radio read devices throughout the city within a ten-year period. As the number of water service connections continue to increase in the future, the labor time saving this program provides will allow the city to continue the present level of service while not increasing staff.

The Meter Reading Division also manages two specific maintenance programs relative to our water distribution system. One is the valve-exercising program providing verification that mainline gate valves are operational throughout the distribution system. This permits effective isolation of water shut downs in emergency situations, assists the Development Division with the tie-in of new systems, and improves water quality and fire flow. The second is the Hydrant Program, which entails an ongoing effort of rebuilding defective hydrants. Hydrant and water line valves are "exercised" to insure optimal performance. This program also provides routine flushing of water main lines, resulting in improved water quality.

### FY 2001/02 HIGHLIGHTS

- · Completed third year of a 3 year phased program for conversion to radio read system
- Installed 400 additional radio read devices in the Woodland and Holiday hillside areas
- Completed identification of meters with defective gas cock turn-offs and re-installed new curb stop, meter, box and lid increasing reading efficiency and reducing injury liabilities
- Rebuilt defective hydrants as hydrant valves are "exercised" and hydrants are checked for flow
- · Accomplished a 48 hour response time for meter installation requests
- Completed meter upgrade at Burnett Avenue
- Exercised 400 valves in the water distribution system

### FY 2002/03 ACTIVITY GOALS

- Install an additional 1000 radio read devices establishing the pace for completion of the radio read/replacement program within a ten-year period
- Rebuild defective hydrants as hydrant valves are "exercised" and hydrants are checked for flow
- Maintain the 48 hour response time for meter installation requests
- Track number of maintenance/service procedures performed for fire hydrants
- · Track response time for customer work orders
- Track number of 2 inch (or greater) water meters tested

None	
PERFORMANCE MEASURES	FY 2001/02
<ul> <li>Customer Work Order Response Time</li> </ul>	
-Non-Emergency	Within 2 working days
-Emergency	Same Working Day
<ul> <li>Fire Hydrant Maintenance Performed</li> </ul>	45
<ul> <li>Water Meter Tested - 2" or Greater</li> </ul>	20
<ul> <li>Annual Cost to Read a Meter</li> </ul>	\$0.71

_	<del>-</del>					
				01/02	01/02	02/03
A 4	Description	99/00	00/01	Current	Estimated	Adopted
	Description CALABLES CENERAL	Actuals	Actuals	Budget	Actual	Budget
	SALARIES GENERAL	153,605	163,411	181,761	173,034	166,260
	SALARIES-OTHER PAYOUT	1,629	1,753	2,000	4,208	-
	SALARIES-SICK LEAVE	607	885	1,597	-	-
	OVERTIME-GENERAL	2,097	2,861	6,300	1,351	1,200
	UNEMPLOYMENT INSURANCE	233	18	-	-	-
	RETIREMENT-GENERAL	5,137	10,246	-	-	-
	DEFERRED COMPENSATION	378	409	-	-	-
	GROUP INSURANCE	17,144	18,286	-	-	-
	MEDICARE	887	969	-	-	-
	INCOME PROTECTION INSURANCE	2,077	2,386	-	-	-
	WORKERS COMP	10,052	9,884	-	-	-
	BENEFITS	-	-	48,358	45,940	45,768
	UNIFORM	1,870	1,504	3,050	1,606	3,050
	CONTRACT LABOR	83	-		-	
	< <employee services="">&gt;</employee>	195,799	212,612	243,066	226,139	216,278
	GASOLINE & OIL	1,887	3,666	3,165	3,165	3,482
	CONTRACT SERVICES	12,461	19,159	25,280	24,016	30,280
	FRANCHISE FEE G/F	-	184	-	-	-
42240	RENTALS - OUTSIDE	-	-	210	200	175
42242	RENTS	1,557	1,420	760	760	571
42244	STATIONARY & OFFICE SUPPLIES	325	325	375	356	425
42248	OTHER SUPPLIES	14,624	85,955	31,300	29,735	30,700
42250	ADVERTISING	-	136	-	-	-
42252	PHOTOCOPYING	-	-	210	105	105
42254	POSTAGE & FREIGHT	63	237	150	75	100
42257	PRINTING	77	-	890	445	500
42281	SMALL TOOLS	1,186	835	1,200	1,140	600
42299	OTHER EXPENSE	-	20	-	-	-
42301	REIMBURSEMENTS	-	(974)	-	-	-
42408	TRAINING & EDUCATION	716	1,227	1,450	1,450	1,510
42415	CONFERENCE & MEETINGS	43	-	-	-	-
42435	SUBCRIPTION & PUBLICATIONS	49	-	-	-	-
42523	MAINT - MACH/EQUIPMEN	245	-	1,050	998	1,500
	MAINT - AUTO/TRUCKS	7,794	7,200	4,200	7,350	7,720
	MAINT - FURN/OFF EQUI	-	-	210	200	210
	MAINT - OTHER	45	458	880	836	1,000
	FLEET REPLACEMENT CHARGE	25,450	22,304	2,453	2,453	2,382
	<supplies &="" services="">&gt;</supplies>	66,522	142,153	73,783	73,283	81,260
3003	11. 1 2.20 d 02.11.1020/	00,022	,	70,700	.01200	31/200

				01/02	01/02	02/03
		99/00	00/01	Current	<b>Estimated</b>	Adopted
Acct	Description	Actuals	Actuals	Budget	Actual	Budget
43825	MACHINERY/EQUIPMENT	-	-	1,000	950	3,000
43835	FURNITURE/OFFICE EQUI	-	-	925	875	1,425
43840	COMPUTER EQUIPMENT	-	-	810	770	810
43845	COMPUTER SOFTWARE	-	-	1,810	1,810	1,810
43897	METERS	-	86,175	188,432	155,261	250,000
43000s	< <capital outlay="">&gt;</capital>	-	86,175	192,977	159,665	257,045
45000	GF ADMIN	-	-	35,304	33,539	38,064
45001	PERSONNEL SERVICES	4,016	8,810	-	-	-
45002	FINANCE SERVICES	6,669	8,163	-	-	-
45003	GENERAL LIABILITY INS	2,407	4,131	9,193	8,733	6,717
45004	BLDG MAINT SERVICES	4,238	8,236	10,002	9,502	11,974
45007	LEGAL SERVICES	17,064	11,721	-	-	-
45009	INFORMATION SYSTEM SERVICES	542	690		-	5,540
45000s	< <internal services="">&gt;</internal>	34,936	41,752	54,499	51,774	62,295
49210	TRANSFER OUT-010 (GENERAL FUND)	8,820	9,045	-	-	-
49250	TRANSFER OUT-790 (EQUIP REPLACEMENT)	5,500	-	<u>-</u>	<u>-</u>	
49000s	< <transfers>&gt;</transfers>	14,320	9,045	-	-	-
	METER READING/REPAIR	311,577	491,736	564,325	510,861	616,878

## [650-5760] Water Conservation

### **ACTIVITY DESCRIPTION**

The Water Conservation Program, supervised by the Public Works Department, is responsible for developing and implementing water conservation programs.

### FY 2001/02 HIGHLIGHTS

- Responded to citizen requests for water conservation information. Offered water conservation devices to new utility customers
- Promoted water conservation in the community through the sharing of literature, newspaper
   a newsletter articles, direct targeted solicitations, and schoolbook covers

### FY 2002/03 ACTIVITY GOALS

 Participation in water conservation programs in cooperation with the Santa Clara Valley Water District in providing direct technical assistance to both residents and businesses on water conservation techniques

### FINANCIAL COMMENTS

Division activities are funded by the Water Fund.

### PERFORMANCE MEASURES

FY 2001/02

 Cooperative projects with the Santa Clara Valley Water District to reduce water consumption

1

# [650-5760] Water Conservation

				01/02	01/02	02/03
		99/00	00/01	Current	Estimated	Adopted
Acct	Description	Actuals	Actuals	Budget	Actual	Budget
41100	SALARIES-GENERAL	8,982	8,257	4,531	4,775	3,008
41320	SALARIES-OTHER PAYOUT	-	451	250	140	-
41330	SALARIES-SICK LEAVE	98	95	-	-	-
41560	UNEMPLOYMENT INSURANCE	10	1	-	-	-
41620	RETIREMENT-GENERAL	31	(39)	-	-	-
41690	DEFERRED COMPENSATION	224	208	-	191	-
41700	GROUP INSURANCE	634	561	-	359	-
41701	MEDICARE	119	114	-	60	-
41730	INCOME PROTECTION INSURANCE	133	115	-	35	-
41760	WORKERS COMP	288	253	-	105	-
41799	BENEFITS	-	-	608	-	785
410009	S < <employee services="">&gt;</employee>	10,519	10,017	5,389	5,665	3,793
42214	TELEPHONE	6	153	203	101	175
42231	CONTRACT SERVICES	-	-	-	8,000	-
42250	ADVERTISING	-	-	1,000	250	500
42254	POSTAGE & FREIGHT	-	-	5,000	1,700	2,500
42257	PRINTING	-	5,020	6,500	2,550	3,250
420009	S < <supplies &="" services="">&gt;</supplies>	6	5,173	12,703	12,601	6,425
45000	GF ADMIN	-	-	1,452	1,379	1,061
45001	PERSONNEL SERVICES	229	502	-	-	-
45002	FINANCE SERVICES	308	377	-	-	-
45003	GENERAL LIABILITY INS	149	(1,043)	-	-	41
45007	LEGAL SERVICES	232	-	-	-	-
45009	INFORMATION SYSTEM SERVICES	36	342		<u>-</u> _	
450009	S < <internal services="">&gt;</internal>	954	178	1,452	1,379	1,102
49210	TRANSFER OUT-010 (GENERAL FUND)	440	450		-	
490009	s < <transfers>&gt;</transfers>	440	450	-	-	-
	WATER CONSERVATION	11,919	15,818	19,544	19,645	11,320

### [745-8280] CIP Administration

### **ACTIVITY DESCRIPTION**

The Public Works Capital Improvement Program Engineering Division implements the annual capital improvements program. The division provides for the design and construction of capital projects with a combination of in-house and consultant staff. The division is augmented by consultants as needed on technical specialty work or time constrained projects.

The project support costs aggregated into this Division include:

- · Personnel For in-house engineering, design and inspection staff.
- Supplies and Services Consultant Services, printing, training and other related costs.
- Capital Outlay Special equipment, computers, vehicles and furniture to accommodate the staff implementing the projects

### FY 2001/02 HIGHLIGHTS

- Completed new Water, Sewer, and Storm Drain Master Plans
- Implemented a new computerized system for planning/tracking progress of capital improvement projects.
- Construction of largest City-wide street repair project in city history.
- · Began construction on two new City water reservoirs.
- Started construction on the Warren/Nob Hill Improvement Project.
- Continued land acquisition for Butterfield Blvd. extension from San Pedro to Tennant Avenue.
- Completed the SR101/Dunne Ave. landscaping project.
- Started construction on Community and Cultural Center and Playhouse projects.

### FY 2002/03 ACTIVITY GOALS

- Continue with preliminary/final design for: Library, Indoor Recreation Center, Aquatics Center, Sports Complex.
- Complete two new City water reservoirs.
- Complete construction of new Community and Cultural Center and Community Playhouse.
- Design and construct lift station improvement project.
- Complete construction of Butterfield Blvd. extension from San Pedro to Tennant.
- Complete major street rehabilitation project using the new Pavement Maintenance Report system.
- Continue program of polybutylene service replacement work throughout City.
- Upgrade existing sewer pipelines at various locations throughout City.
- · Complete installation of new radio telemetry system.
- Improvements to increase capacity of the Wastewater Treatment Plant.
- Commence the design of the Butterfield Detention Basin.
- · Complete preliminary design of new Trunk Sewer.

### FINANCIAL COMMENTS

The number and dollar volume of construction projects has increased, as compared with the past several years. This is predominantly the result of the recent addition of Redevelopment funds from the 1999 Redevelopment Plan Amendment. Staffing has increased from 8 FTE to 9 FTE in FY 2002/03.

PERFORMANCE MEASURES	FY 2001/02
<ul> <li>Number of Engineering Division hours worked on all CIP Projects</li> </ul>	14,600 hours
Number of CIP projects awarded	10
Percentage of CIP projects completed within Council approved	90%
contingency	
Hours spent inspecting public improvements constructed as	1,500 hours
CIP projects	

## [745-8280] CIP Administration

Α	t Description	99/00 Actuals	00/01		01/02 Estimated	02/03 Adopted
	t Description		Actuals	Budget	Actual	Budget
	SALARIES-GENERAL	349,493	356,016	575,791	364,200	655,361
	SALARIES -PART-TIME	139	- 17.014	12 500	- 14 25/	-
	SALARIES-OTHER PAYOUT	3,826	17,914	13,500	14,256	-
	SALARIES-SICK LEAVE	881	1,737	-	-	-
	OVERTIME-GENERAL	12,527	18,386	24,780	5,500	-
	UNEMPLOYMENT INSURANCE	461	31	-	-	-
	RETIREMENT-GENERAL	10,594	13,596	-	10,728	-
	DEFERRED COMPENSATION	1,570	4,263	-	9,024	-
	GROUP INSURANCE	33,046	28,797	-	29,446	-
	MEDICARE	4,866	5,240	-	5,040	-
	INCOME PROTECTION INSURANCE	4,347	4,535	-	4,368	-
	WORKERS COMP	9,018	10,152	-	8,171	-
	BENEFITS	-	-	100,199	1,125	131,869
	UNIFORM	142	473	750	680	-
	CONTRACT LABOR	2,535	55,198	72,900	186,000	85,000
	< <employee services="">&gt;</employee>	433,445	516,336	787,920	638,538	872,230
	ELECTRIC	-	-	1,300	400	400
	RUBISH/TRASH	-	8	-	-	-
	TELEPHONE	1,090	1,913	1,800	1,500	1,600
42228	GASOLINE & OIL	-	630	550	540	550
42231	CONTRACT SERVICES	29,776	101,947	186,397	187,000	195,000
42242	RENTS	1,793	1,630	873	873	656
42244	STATIONARY & OFFICE SUPPLIES	9,216	9,054	11,600	7,500	10,900
42248	OTHER SUPPLIES	10,505	23,952	9,800	7,900	9,200
42250	ADVERTISING	502	1,424	950	3,400	3,400
42252	PHOTOCOPYING	27	83	300	200	-
42254	POSTAGE & FREIGHT	1,389	1,962	2,500	1,800	2,100
42257	PRINTING	1,115	3,431	5,600	11,100	5,800
42261	AUTO MILEAGE	347	712	520	580	520
42265	AUTO ALLOWANCE	1,597	2,273	-	1,500	-
42298	BAD DEBT EXPENSE	-		-	40	40
42299	OTHER EXPENSE	206	3,137	3,300	2,100	2,100
42301	REIMBURSEMENTS		(1,118)	-	-	
	TRAINING & EDUCATION	2,770	2,725	3,700	2,900	3,400
	CONFERENCE & MEETINGS	1,190	221	2,500	800	2,200
	MEMBERSHIP & DUES	385	360	400	150	320
	SUBCRIPTION & PUBLICATIONS	206	7	300	200	260
	MAINT - MACH/EQUIPMEN	202		650	-	-
	MAINT - AUTO/TRUCKS	1,421	931	1,200	400	420
	MAINT - FURN/OFF EQUI	845	563	1,500	150	87
	FLEET REPLACEMENT CHARGE	10,090	19,383	19,766	19,766	19,766
	DEPRECIATION EXPENSE	15,442	17,860	-	-	-
	< <supplies &="" services="">&gt;</supplies>	90,114	193,087	255,506	250,799	258,719
120003		70,117	170,001	200,000	200,177	200,117

## [745-8280] CIP Administration

				01/02	01/02	02/03
		99/00	00/01	Current	Estimated	Adopted
Acct	Description	Actuals	Actuals	Budget	Actual	Budget
43835	FURNITURE/OFFICE EQUI	-	-	8,500	8,400	8,100
43840	COMPUTER EQUIPMENT	-	-	7,906	14,500	14,500
43845	COMPUTER SOFTWARE	-	-	10,234	1,500	2,000
43000s	< <capital outlay="">&gt;</capital>	-	-	26,640	24,400	24,600
44994	LEASE PAYMENTS	-	34	34	34	33
44000s	< <debt service="">&gt;</debt>	-	34	34	34	33
45000	GF ADMIN	-	-	158,024	150,123	129,009
45001	PERSONNEL SERVICES	17,557	15,720	-	-	-
45002	FINANCE SERVICES	165,814	181,843	-	-	-
45003	GENERAL LIABILITY INS	13,275	13,665	-	-	23,636
45007	LEGAL SERVICES	107,301	119,249	-	-	-
45009	INFORMATION SYSTEM SERVICES	14,350	13,509	-	-	-
45000s	< <internal services="">&gt;</internal>	318,297	343,986	158,024	150,123	152,645
49210	TRANSFER OUT-010 (GENERAL FUND)	202,810	203,510	-	-	-
49250	TRANSFER OUT-790 (EQUIP REPLACEMENT)	750	-	-	-	
49000s	< <transfers>&gt;</transfers>	203,560	203,510	-	-	-
	CIP ADMINISTRATION	1,045,416	1,256,955	1,228,124	1,063,894	1,308,227

